

**AUTO HOBBY SHOP
TECHNICIAN
NF-1101-03**

**AUTO HOBBY
MORALE, WELFARE
& RECREATION**

LEAD AUTO HOBBY SHOP TECHNICIAN (NF-1101-03)

INTRODUCTION

This position is located in the Quality of Life Department, Auto Hobby Shop, Naval Air Station, Lemoore, California. The position is responsible for the efficient operation and management of the auto Hobby Shop and Car Wash..

MAJOR DUTIES AND RESPONSIBILITIES

% conduct small resale operation for customer use. Resale is limited to common items such as motor oil, anti-freeze, was, polish, etc.

Maintains custody control and accountability for all MWR Fund property and equipment assigned to the facility in accordance with existing regulations. Conducts coin harvest and maintains custody and control of the Car Wash fees and resale supplies.

10% Performs diagnostic tune-up for patron and Department vehicles using electronic engine analyzer. dOes valve jobs for engines.

Provides limited assistance to patrons for major engine overhauls (gasoline and Diesel), automobile tune ups, transmission repairs and brake systems. Assists patrons in safe and proper use of auto Shop equipment. Inspects work, shop areas and equipment in use to ensure that work in progress is accomplished properly and safely. Enforces all safety and fire regulations and ensures that the appearance of the facility is presentable at all times.

Trains shop attendants in the receipt, inspection and issue of tools, supplies and equipment, and procedures for accountability of cash receipts, change funds, daily activity reports, records and logs. Evaluates work performance of subordinates and initiates required personnel actions.

Collects the hazardous waste materials generated by MWR activities including the Auto Hobby Shop. The waste is temporarily stored at the Auto Hobby Shop and removed for disposal by the hazardous waste section of the Airfield Support Division.

Operates the automated car wash facility. The self-service facility will be cleaned and repaired as necessary and the revenues removed from the coin boxes. The incumbent also maintains the dollar bill changer.

Controls the recreation vehicle storage lot and the motorcycle storage lockers; rents spaces, collects rents, and provides access to the spaces as necessary for users to access their vehicles. A waiting list for users is maintained as necessary.

KNOWLEDGE REQUIRED BY THE POSITION

Skill in the use of a wide variety of test equipment and tools used in the diagnosis and repair of automotive vehicles.

Skill in the effective management and utilization of the financial and physical resources of the Auto Hobby program.

Skill and knowledge of welding and electronics.

SUPERVISORY CONTROLS

Works under the general supervision of the Division Director who defines the scope and work and establishes guidelines in accordance with governing regulations from higher authority.

The incumbent plans and carries out assigned responsibilities with relative independence, referring only unusual or complex problems to the supervisor. Completed work is reviewed in terms of the effectiveness in meeting program objectives.

GUIDELINES

Guidelines used to carry out duties include local instruction and regulations, Recreation Operating Manual, automobile repair/service catalogs and other controls as set by higher authority. Judgement is exercised to determine the correct course of action.

COMPLEXITY

This position is a variable one with no exact sequence or schedule; incumbent takes whatever action is necessary to ensure that the Auto Hobby programs meet the needs of its patrons, setting up priorities, schedules, etc. Incumbent will determine steps to ensure patrons are satisfied, and that the facility performs in a satisfactory manner.

SCOPE AND EFFECT

The incumbent's work facilitates the work of patrons and others, providing a service and contribution to the morale of the military community. Work performed affects the operation and programs offered in the Auto Hobby Shop.

PERSONAL CONTACTS

Personal contacts include patrons using the facilities and co-workers in related support units.

PURPOSE OF CONTACTS

Purpose of contact is to assist individuals in the use of their leisure time activities and provide guidance to users in the repair of their vehicles. Employee works with other MWR employees to coordinate programs in attaining common goals.

PHYSICAL DEMANDS

Position requires long hours of standing, walking and sitting. Must be able to bend, stoop and stretch.

WORK ENVIRONMENT

Work is primarily performed in a shop setting. Employee is exposed to certain unpleasant conditions (heat, cold, odors, etc.) and safety precautions must be exercised to prevent injury.